Village of Germantown

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Attn: Donna Ott, Village Clerk
N112 W17001 Mequon Rd
Germantown, WI 53022
dott@germantownwi.gov

REQUEST FOR ACCESS TO PUBLIC RECORDS

Date	Requester's Name
Phone	E-mail

Description of Public Records Requested: Please provide a clear and specific description of the record(s) you are requesting. If Police related, utilize Germantown Police Department's *Request For Public Record Inspection or Copy Form* and submit to the Police Department's Office.

Requested Record Format: ☐ *Physical Copy* ☐ *Electronic Copy*

When Records Are Ready: ☐ *Requester Will Pick Up*
☐ *Email/Mail Records To:*

The Requester of the record is responsible for the actual, reasonable and necessary costs to locate, reproduce and send the records in compliance with the request. Pursuant to WI Stats 19.35(3)(a), an authority may impose a fee upon the Requester of a copy of a record which may not exceed the actual, necessary and direct cost of reproduction and transcription of the record, unless a fee is otherwise specifically established or authorized to be established by law. Additionally, an authority is not required to create a new record by extracting information from existing records and compiling the information in a new format.

Under Wis. Stat. § 19.35(3)(c), the Village "may impose a fee upon a requester for locating a record, not exceeding the actual, necessary and direct cost of location, if the cost is $50 or more." Furthermore, the Village "may require prepayment by a requester of any fee or fees imposed under this subsection if the total amount exceeds $5." Wis. Stat. § 19.35(3)(f).